

File Header Field Name	Description	Additional Help	Mandatory?	Example
SSN	Social Security Number without hyphens	Social Security Number should NOT include hyphens IMRF's unique identifier found on the member profile.	Yes	123456789
MemberID	Unique member identifier of the member	Exclude hyphen	No	1234567
FirstName	First name of member		Yes	John
LastName	Last name of member		Yes	Smith
Plan	Plan	REG, SLEP, or ECO	Yes	REG
PeriodStartDate	Start date of the period of wages corrected	Start date of the period of wages reported Format: MM-DD-YYYY	Yes	12-01-2018
PeriodEndDate	End date of the period of wages corrected	End date of the period of wages reported Format: MM-DD-YYYY	Yes	12-31-2018
PaymentDate	Date at which the payment was made to the member	For monthly reporting, use the last day of the month. For other reporting frequencies, use the payment issue date. Format: MM-DD-YYYY	Yes	12-31-2018
AdjustingWages	Wages amount needed to correct the previously reported wages amount	If decreasing wages, enter a negative (-) prior to the amount. If increasing wages, enter as normal.	No	-\$1,500.00 would be entered as -1500.00
AdjustingOvertime	Overtime amount needed to correct the previously reported overtime amount	Overtime wages, including SLEP Tier 2. If decreasing wages, enter a negative (-) prior to the amount. If increasing wages, enter as normal.	No	-\$1,500.00 would be entered as -1500.00
AdjustingContributions	Member contributions amount needed to correct the previously reported member contributions amount	If decreasing contributions, enter a negative (-) prior to the amount. If increasing contributions, enter as normal.	No	-\$67.50 would be entered as -67.50
AdjustingVoluntaryAdditionalContributions	Amount of voluntary additional contributions reported	Amount set by member election, not to exceed 10% of the total IMRF reportable wages. If decreasing contributions, enter a negative (-) prior to the amount. If increasing contributions, enter as normal.	No	-\$67.50 would be entered as -67.50
FinalWages	Indicates if the amounts provided are the member's final wages	Wages are reportable through the next calendar month following the member's termination date. If this is the member's final Wage Report, enter "Y". If not, enter "N."	Yes	Y or N
AdjustmentReason	Adjustment Reason	Find the "Table of Codes" on the next page to see a list of the Adjustment Reason file codes.	Yes	See list of codes on next page
MemberContributionsTaxDeferred	Indicates if member contributions are tax deferred	Enter "Y" if the member's W-2 correctly reflects the Contributions as tax-deferred. If not, enter "N."	Yes	Y or N

PLAN

CODE	DESCRIPTION
REG	Regular Plan
SLEP	Sheriff's Law Enforcement Personnel Plan
ECO	Elected County Officers

FINAL WAGES

CODE	DESCRIPTION
Y	Yes
N	No

ADJUSTMENT REASON

CODE	DESCRIPTION
UNDER	Wages Previously Under-Reported
OVER	Wages Previously Over-Reported
AUDIT	IMRF Audit Finding
SETTLE	Settlement Agreement/Grievance Arbitration
OVERCAP	Over the Cap/Tier Threshold Reached
PRETAX	Pre-Tax Items Treated as Post-Tax
PLAN	Plan/Tier Change